

STATE OF NEW HAMPSHIRE  
BOARD OF PHARMACY

**September 5, 2008**

The special meeting of the New Hampshire Board of Pharmacy was held on **September 5, 2008** at the Board of Pharmacy office, 57 Regional Drive, Concord, New Hampshire. The meeting was **called to order at 10:00 a.m.** with President George Bowersox presiding.

**I. ROLL CALL**

**PRESENT**

George L. Bowersox, President  
Ronald L. Petrin, Vice-President  
Margaret E. Hayes, Treasurer  
Sandra B. Keans, Secretary  
Kristina Genovese, Member

**ALSO PRESENT**

Paul G. Boisseau, Executive Secretary  
Margaret A. Clifford, Chief Compliance Investigator  
Carl T. Kelly, Compliance Investigator  
Jason R. Richard, Business Manager

**ABSENT**

Vahrij Manoukian, Member

**II. RULEMAKING – Ph 900 MAIL-ORDER PHARMACIES**

**Motion (Petrin/Keans) to waive the “privileged and confidential” status of a certain memo sent to the Board on August 13, 2008 by Elyse S. Alkalay, Attorney, Civil Bureau, Office of the Attorney General, relative to an opinion regarding Ph 905.01(a) and the preliminary objection of the Joint Legislative Committee on Administrative Rules (JLCAR) to Final Proposal 2008-40. Voted (Unanimous. Effective immediately).**

**III. WORK SESSION ON DEVELOPMENT OF AGENCY POLICIES & PROCEDURES**

Action item suggestions by President Bowersox:

1. Procedures for accepting applications. Compliance to be involved in checking/final verification of new/reciprocal pharmacist applicants / verification of qualifications; **(Assignment: ES Boisseau)**
2. Legal opinion - can staff issue pharmacist licenses without prior Board review/approval (Check w/ AG); **(Assignment: Bowersox)**

3. Security of Database Data/Off-site (Fire-Proof Safe) – Check on Scanning all records; Apply for equipment waiver; Buy another encrypted key with passwords for PC's for offsite storage by Board member **(Assignment: BM Richard)**
4. Adopt OIT Internet / Computer Usage Policies, distribute OIT Handbook to all staff; **(Assignment: BM Richard)**
5. Calligraphy procedures / Gold-Certificate Policies (Complete detail of procedure & Amend Ph 401.07(a) to NH ONLY, Data Search of pharmacists missed (50-year – outside of NH within past 5 years) **(Assignment: BM Richard / ES Boisseau)**;
6. Schedule information for quarterly newsletter (consider online newsletter or reinstate Board advisories – **revisit next month**);
7. Deposit Procedure (Fire-Proof Safe) (Also see #3 above - **Assignment: BM Richard**);
8. How to handle complaints – Compliance Procedure **(being reviewed by CCI Clifford)**;
9. Make sure we are in compliance with Right-to-Know Law **(Assignment: Bowersox)**;
10. Board ROI procedures **(Assignment: Bowersox)**;
11. Standardized actions for disciplinary matters/procedures **(Assignment: Bowersox)**;
12. Regular schedule to review/update rules (possibly quarterly on agenda) – maintain list of rules in need of update. Maintain a list of rules in need of updates on a regular basis **(Assignment: CI Grasso / ES Boisseau)**;
13. Develop policy on meeting dates, special meeting dates, posting to comply with Right-to-Know Law (Public Notice on Door & Website) (See # 9 above – **Assignment: Bowersox**);
14. Have a policy stating cut off date for agenda items will be fourteen days prior to meeting date. Agenda will be available to Board members four business days prior to meeting date. **(Assignment: Genovese)** – Check on Right-to-Know Law regarding posting timelines;
15. Legality of a telephone poll (check w/ AG); **(Assignment: Bowersox)**
16. Check on license renewals (requiring earlier submission deadline) – check wording of CE Requirements on Renewal – notice regarding “due to volume of renewals, please submit as soon as possible...” **(Board will consider at next meeting)**;

General Discussion on Other Action Items Suggested By Board & Staff to be Looked Into:

- Change RSA/Rules for Licensing Fees to Application Fees (Mail-Order Pharmacies, Wholesalers). Currently RSA states all licenses expire 12/31. **(Assignment: Bowersox / Keans)** – Staff: put spreadsheet together with all expiration dates **(Assignment: BM Richard)**.
- Seek change in RSA on when license expire dates & implementing late fees.
- Change Rule Ph 401.07(a) – Gold Certificates to include only those pharmacists licensed **in NH** for 50 consecutive years.
- Suggestion by CCI Clifford: LAWBOOK COPY UPDATE ONLY - Change RSA 318-B:9 (100 dosage unit limitation) before effective date Jan. 1 – send to all pharmacies **(Assignment: BM Richard)**.

COMPLIANCE DEPT. POLICIES **(to be reviewed at future meeting)**:

- Recording phone calls / all complaints (anonymous & otherwise) – review procedure;
- Report of complaints received by Compliance at monthly meeting (verify w/ Elyse on whether we can put on non-public agenda);
- Spreadsheet to track status of all complaints received (including resolution of complaints that are out of our jurisdiction);
- Compliance ROI Procedures

IV. ADJOURNED 2:45 P.M.

Respectfully Submitted,

Sandra B. Keans  
Secretary  
FOR THE BOARD